

**CENTRE OF EXCELLENCE
DEPARTMENT OF ODIA**

NOTIFICATION FOR TEMPORARY ENGAGEMENT

Ref. No.CoE/02/Advt.

Date: 30.5.2016

Walk in interview will be held in the Office of Centre of Excellence, Department of Odia (New Bhasha Bhavana Building), Visva-Bharati on 18.6.2016 at 11.00 AM for the following temporary positions under the Tribal Literature and Language Project (Ministry of Tribal Affairs, Govt. of India).

- Position:** a) Office Assistant
b) Computer Programmer
c) Office Attendant-cum-Safai Karmachari
- Duration of engagement:** Two Years (One year may be extended)
- Duties to be performed:** a) **Office Assistant**-Noting/Drafting, Processing of files, maintenance of office records, computer typing in English, data entry, report generation and any other work assigned by the Director.
b) **Computer Programmer**- Programming as per requirement, creating and maintaining database, preparing MIS reports and any other work related to computer assigned by the Director.
c) **Office Attendant-cum-Safai Karmachari**- Cleaning and maintenance of office including toilets, distribution of dak, operating Xerox machine, record keeping and any other work assigned by the Director.
- Essential qualification:** a) **Office Assistant**-Graduation from any stream, Diploma / Certificate in Computer Application from recognised institution, ability to communicate in English.
b) **Computer Programmer**-Graduation in any stream, Diploma in Computer Programming from a reputed institute.
c) **Office Attendant-cum-Safai Karmachari**- VIII standard pass.
- Remuneration:** a) **Office Assistant**- Rs.10,000/- per month
b) **Computer Programmer**- Rs.15,000/- per month
c) **Office Attendant-cum-Safai Karmachari**- Rs.7,000/- per month.
- Age:** Not above 35 years for all the positions as on 01.01.2016

The candidates may have to perform duties beyond the normal office hours without any extra remuneration. This engagement will not entitle the candidates in any manner to claim any temporary or permanent employment in future in Visva-Bharati. The engagement may be terminated at any time by giving one week's notice. The interested candidates should come with their original testimonials for the interview.

Sabila Prashan
Director

Tribal Literature & Language Project
(Ministry of Tribal Affairs, Govt. of India)
Centre of Excellence, Deptt. of Odia, Visva-Bharati

Approved

Principal
30.5.16
अध्यक्ष / Principal
भाषाभवन / Bhasha-Bhavana
विश्वभारती / Visva-Bharati

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